

PUBLIC WATER SUPPLY CAPACITY SURVEY

Public water supply systems face many challenges in achieving their goal of providing safe drinking water to their customers. Aging infrastructure, more stringent drinking water standards, and the desire to keep water rates to a minimum are factors that public water supply managers must resolve if they are to be successful. One goal of the Kansas Capacity Development Strategy for Public Water Supply Systems is to identify systems most in need of assistance to improve their technical, managerial, and financial capabilities. This Capacity Survey is one component of the Strategy and will be used to help the State and other public water supply assistance providers develop programs to provide assistance to water utilities, and to provide a “capacity” benchmark which will be used to measure improvements in water system capacity. The Survey should also be useful as a tool to water system managers to measure their strengths and identify their weaknesses.

In Addition, the Kansas Water Plan encourages public water supply systems to achieve capacity. One component of the Kansas Water Plan is for all public water supply systems to develop and maintain the technical, managerial, and financial capability, or the “capacity” to comply with drinking water standards by the year 2010.

The survey questionnaire is organized by the three areas comprising capacity development.

1. **Technical Capacity** requests information concerning adequacy of the water source or water purchase contracts and general information about the physical infrastructure aspects of the utility.
2. **Financial Capacity** considers the revenue sufficiency, including income, expense, debt service coverage ratios, capital improvement planning, general fiscal management and overall credit worthiness.
3. **Management Capacity** considers the accountability of the governing body or owner, planning, organization, communication and linkages with mentor organizations such as the League of Kansas Municipalities, Kansas Rural Water Association, American Water Works Association or others.

If you have questions or need assistance completing this survey please contact:

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Do not write in this space. For KDHE Use only.

KDHE ID _____ Fed ID _____

Name of System _____

City _____ County _____

Name of Person Completing Survey _____ Phone _____

TECHNICAL CAPACITY

Technical capacity refers to the physical infrastructure of the water system, including but not limited to the source water adequacy, infrastructure adequacy (including well(s) and/or source water intakes, treatment, storage, and distribution), and the ability of system personnel to implement the requisite technical requirements.

Source

1. What is your system's raw water source and/or who do you purchase water from (check and fill in all that apply)?

☐ Surface: _____ ☐ Ground: _____
Lake Name _____ Nbr. Of Wells Used _____
Stream Name _____

☐ Purchased From: _____ ☐ Don't know

2. Does your system have an emergency or supplemental water supply?

☐ Yes ☐ No ☐ Don't know

3. If water is purchased from or treated by another system, is there a drought or other "cut-off" clause limiting the amount of water in your system's purchase contract?

☐ Yes ☐ No ☐ Don't know

4. If water is not purchased, does your water system have sufficient water rights issued from the Kansas Department of Agriculture, Division of Water Resources?

☐ Yes ☐ No ☐ Don't know

5. How many times in the previous 3 years did your system impose water use restrictions and what was the total length of time restrictions were imposed?

☐ None ☐ Once ☐ Twice
☐ 3 or more ☐ Don't know

Total Time: ☐ Less than 1 month ☐ 1 to 3 months ☐ 3 to 6 months ☐ More than 6 months

6. If restrictions were imposed in question 5, was this restriction due to lack of (check all that apply and whether or not restriction was drought related): If no restrictions were imposed proceed to question 8.

Drought Related: ☐ Yes ☐ No

☐ Treatment capacity

☐ Distribution or storage

☐ Raw water supply source

☐ Water Right Limitations

☐ Water Quality

☐ Other (Specify)_____

☐ Don't know

7. If yes in question 5, has the cause for restriction been corrected?

☐ Yes

☐ No

☐ Don't know

8. Does your system have an approved Source Water Protection Plan or Wellhead Protection Plan?

☐ Yes

☐ No

☐ Don't know

9. Is your system's source capacity higher than your peak day demand by a margin of 50%?

☐ Yes

☐ No

☐ Don't know

Treatment

10. Did your system have any primary drinking water standard violations in 2001?

☐ No

☐ Yes, list_____

☐ Don't know

11. Did your system have any monitoring, reporting or other violations in 2001?

☐ No

☐ Yes, list_____

☐ Don't know

12. What is your system's daily average water production expressed as a percentage of peak production capacity?

☐ Less than 50%

☐ 50% - 75%

☐ Greater than 75%

☐ Purchase Treated Water

☐ Don't know

13. Does your system have emergency/standby electrical service (production and/or distribution)?

☐ Yes

☐ No

☐ Don't know

14. Can your system maintain full pumping and production operations during a 100 year flood event?
- ☐ Yes ☐ No ☐ Don't know
15. If your system has a surface water treatment plant constructed more than 20 years ago, have treatment processes been upgraded to meet current standards?
- ☐ Yes ☐ No ☐ Don't know
☐ Does not apply (ground water treatment, purchase treated water)

Distribution

16. Does your system's operation pressure for any customer service connection fall below 20 psi?
- ☐ Yes ☐ No ☐ Don't know
17. Does your system have less than 24 hours of finished water storage at average daily use?
- ☐ Yes ☐ No ☐ Don't know
18. Have your system's water storage facilities been inspected during the past 24 months?
- ☐ Yes ☐ No ☐ Don't know
19. What is your system's unaccounted for water as a percentage of total production or purchase?
- ☐ Less than 15% ☐ Between 15% and 29% ☐ More than 29%
☐ Don't know
20. Does your system have an active cross-connection control program?
- ☐ Yes ☐ No ☐ Don't know
21. Does your system have accurate maps of your distribution system?
- ☐ Yes ☐ No ☐ Don't know
22. Does your system's distribution system overlap or intertwine with another public water supply distribution system with which it is not interconnected?
- ☐ Yes ☐ No ☐ Don't know

MANAGERIAL CAPACITY

Managerial capacity refers to the management structure of the water system, including but not limited to ownership accountability, staffing and organization, and effective linkages.

23. What is your system's governance structure?

- ☐ Elected board/council ☐ Appointed ☐ Sole ownership
☐ Other (Describe) _____
☐ Don't know

24. Is your system aware of the benefits or does it utilize industry related service organizations such as the Kansas League of Municipalities, the Kansas Rural Water Association or the American Water Works Association?

- ☐ Yes ☐ No ☐ Don't know

25. Do your system's operators have appropriate levels of certification by the Kansas Department of Health and Environment?

- ☐ Yes ☐ No ☐ Don't know

26. Does your system have written personnel policies and job descriptions signed by the employees?

- ☐ Yes ☐ No ☐ Don't know

27. Does your system provide benefits to employees (retirement, insurance, etc.)?

- ☐ Yes ☐ No ☐ Don't know

28. Does your system have formal policies for: payments/collections, main extensions/connections, etc.?

- ☐ Yes ☐ No ☐ Don't know

29. Does the governing body review a monthly summary of revenues and expenses of the utility system?

- ☐ Yes ☐ No ☐ Don't know

30. Does your system have a formal plan for operations and maintenance (line flushing, pumps, meters, storage tanks etc.)?

- ☐ Yes ☐ No ☐ Don't know

31. Does your system have an emergency or contingency plan approved by the Kansas Department of Health and Environment?

- ☐ Yes ☐ No ☐ Don't know

32. Does your system have a Water Conservation Plan approved by the Kansas Department of Agriculture, Division of Water Resources or the Kansas Water Office?

- ☐ Yes ☐ No ☐ Don't know

33. Has your system been cited for violations for any deficiencies on the most recent sanitary survey, which have not been corrected?
- ☐ Yes ☐ No ☐ Don't know
34. Does your system have a public information program?
- ☐ Yes ☐ No ☐ Don't know
35. Does your system have a computerized record-keeping system?
- ☐ Yes ☐ No ☐ Don't know
36. Does the governing body approve expenses prior to payment being issued?
- ☐ Yes ☐ No ☐ Don't know
37. Are two signatures required to purchase goods and services?
- ☐ Yes ☐ No ☐ Don't know

FINANCIAL CAPACITY

The challenge for most utility systems is to operate like a business. The following questions will assist in evaluating the financial capacity.

38. Does your water system income exceed operating expenses (including debt service)?
- ☐ Yes ☐ No ☐ Don't know
39. Does your system fund a depreciation/capital improvement account?
- ☐ Yes ☐ No ☐ Don't know
40. Does your system have a capital budget or capital improvement plan that projects future capital needs for at least 5 years?
- ☐ Yes ☐ No ☐ Don't know
41. Does your system have financial reserves for emergencies?
- ☐ Yes ☐ No ☐ Don't know
42. Does your water utility support other enterprise funds or the general fund (cities)?
- ☐ Yes ☐ No ☐ Don't know
☐ Does not apply (rwd)

43. Does your system require revenues from other enterprise funds or the general fund for normal operations?
- ☐ Yes ☐ No ☐ Don't know
44. Does your system have an annual budget?
- ☐ Yes ☐ No ☐ Don't know
45. Does your system have an audited financial statement prepared by a certified public accountant?
- ☐ Yes ☐ No ☐ Don't know
46. Has the auditor submitted a copy of their most recent peer review?
- ☐ Yes ☐ No ☐ Don't know
47. Are the audited financial statements prepared according to generally accepted accounting principals (GAAP)?
- ☐ Yes ☐ No ☐ Don't know
48. Have your system's water rates been reviewed within the last 3 years?
- ☐ Yes ☐ No ☐ Don't know
49. Does your system's current rate structure produce income to cover: (check all that apply)
- ☐ Current Expenses ☐ Replacement Costs ☐ Reserves
☐ Contractual Obligations ☐ No ☐ Don't know

50. Please complete the following table.

Water Rate Schedule to Residential Customers	Total Cost
Monthly Minimum _____ gallons	
5,000 gallons	
10,000 gallons	
15,000 gallons	
20,000 gallons	
30,000 gallons	

51. Please provide number of service connections.

Year	Residential	Commercial	Other	Stock Water	Total
2001					
2000					
1999					

52. Did your system's governing body review this survey before returning it to the Kansas Department of Health and Environment?
- ☐ Yes ☐ No ☐ Don't know